

Please read the following instructions carefully before applying for any position.

To apply you must either:

1. Be a Togolese citizen or
2. Have the required work and residency permits allowing you to work in Togo.
 - You will be asked to provide documentation to support your legal right to work in Togo - i.e. copy of Togolese ID card, Passport or any other supportive document, work and/or residency permit (if you are not a Togolese citizen).
 - If you fail to provide this information, your application will not be considered further.
 - Do not apply if you do not possess the qualifications, work experience, knowledge, skills stated in the web advertisement for the job.
 - **ALL** of the criteria must be met for you to be considered for the job.

How to Apply – Follow Instructions Carefully

1. Please click on the Vacancy Announcement hyperlink below. Read the announcement carefully before you start.
2. Fill the [Application for Employment form, DS-0174](#) and scan it into **ONE** PDF document. Without this, your application will **NOT** be considered. **ANSWER EVERY QUESTION.**
 - With the [Application for Employment form, DS-0174](#), you MUST include a current resume/CV, which covers all the essential criteria as outlined in the web advertisement.
 - If you do not include a current resume/CV, together with your [Application for Employment form, DS-0174](#), your application will be invalid and you will not be considered for the position.
 - A cover letter and supporting documents/certificates of former employment can be attached.
 - All documents should be attached in PDF format ONLY. Any other format will be rejected.
 - Attachments should be merged into a maximum of 2 PDF documents of 6 pages maximum each.
 - **No more than 3 PDF documents (including DS-0174 form) will be accepted.**

- Do NOT return instructions with the application form.

6. You will be required to take an English test and an interview for the position in person. Telephone interviews are not possible. Tests will be held at the Embassy.
7. If you are selected for a position within the Mission, you will be required to go through an Embassy security investigation and a medical clearance prior to your appointment.

Vacancy Announcement Number	Position Title	Closing Date